


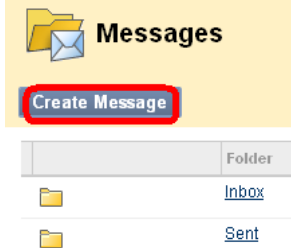
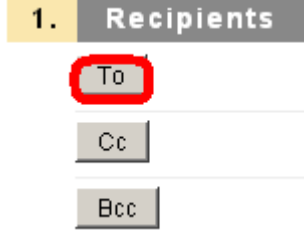
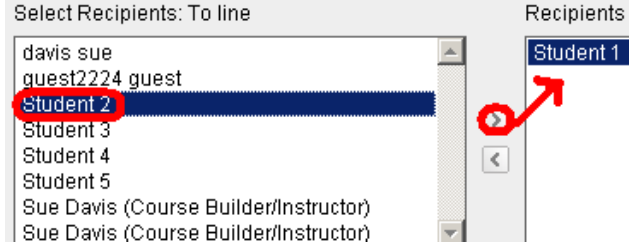
## MESSAGES


With the **Messages** tool you can **send, receive, and forward** messages within your Blackboard course to any individuals who participate in your course (instructors or students). These messages do **not** go to an external email; users must be logged into the course in order to see these messages. Users have an inbox folder and a sent folder.

There are two sets of directions in this document. The first directions are text only. The second set has screen shots. Choose the set that best suits your learning needs. Screen shots are on page 2.

1. Click on Messages in your Course Menu. If you do not see "Messages" listed on your course menu, consult with your instructor. Some instructors choose to rename this tool.
2. As you will see in the new screen, you have an Inbox and a Sent folder. To send a message, click Create Message.
3. To choose Recipients click on To.
4. Click on the name of the person you wish to send the message to (in the Select Recipient box) and then click on the arrow to the right. This person will now be in the Recipient box. NOTE: if the message is to go to everyone involved with the course, click on Select All which is located under the Select Recipient box.
5. Type in your Subject and then type your message in the space provided.
6. A) If you wish to add an attachment, click Browse. B) Select the file you wish to attach and click Open. C) You will see that the file is attached. *You can only attach one file per message.*
7. Click Submit when you are ready to send your message.
8. At the top of the screen you should get a message stating that your message was sent successfully.

NOTE: You cannot attach a file when you are replying to a message. In order to attach a file, you must create a new message.

<p><b>Step One</b></p> <p>Click on Messages in your Course Menu. If you do not see "Messages" listed on your course menu, consult with your instructor. Some instructors choose to rename this tool.</p>	 <p>TRAI1001 - Blackboard Learn 9.1 Training - 110 Sue Davis</p> <ul style="list-style-type: none"> <li>Home Page</li> <li>Announcements</li> <li>Assessments</li> <li>Assignments</li> <li>Discussions</li> <li><b>Messages</b></li> </ul>
<p><b>Step Two</b></p> <p>As you will see in the new screen, you have an Inbox and a Sent folder. To send a message, click Create Message.</p>	 <p>Messages</p> <p>Create Message</p> <p>Folder</p> <ul style="list-style-type: none"> <li>Inbox</li> <li>Sent</li> </ul>
<p><b>Step Three</b></p> <p>To choose Recipients click on To.</p>	 <p>1. Recipients</p> <p>To</p> <p>Cc</p> <p>Bcc</p>
<p><b>Step Four</b></p> <p>Click on the name of the person you wish to send the message to (in the Select Recipient box) and then click on the arrow to the right. This person will now be in the Recipient box. NOTE: if the message is to go to everyone involved with the course, click on Select All which is located under the Select Recipient box.</p>	 <p>Select Recipients: To line</p> <p>Recipients</p> <p>davis sue</p> <p>quest2224 guest</p> <p><b>Student 2</b></p> <p>Student 3</p> <p>Student 4</p> <p>Student 5</p> <p>Sue Davis (Course Builder/Instructor)</p> <p>Sue Davis (Course Builder/Instructor)</p> <p>Student 1</p>

<p>Step Five</p> <p>Type in your Subject and then type your message in the space provided.</p>	<p><b>2. Compose Message</b></p> <p>* Subject <b>Important</b></p> <p>Body</p> <p>Normal 3 Arial</p> <p>abc [icons]</p> <p><b>Please use the attached document</b></p>
<p>Step Six</p> <p>A) If you wish to add an attachment, click Browse.</p> <p>B) Select the file you wish to attach and click Open.</p> <p>C) You will see that the file is attached. You can only attach one file per message.</p>	<p><b>Attachment</b></p> <p>Upload Attachment <input type="text"/> <b>Browse...</b></p> <p>Test Issues</p> <p><b>WEIGHTING GRADES</b></p> <p>Open</p> <p><b>Attachment</b></p> <p>Upload Attachment <b>Blackboard 91WEI</b> <input type="text"/> <b>Browse...</b></p>
<p>Step Seven</p> <p>Click Submit when you are ready to send your message.</p>	<p>Cancel <b>Submit</b></p>
<p>Step Eight</p> <p>At the top of the screen you should get a message stating that your message was sent successfully.</p>	<p><b>Success: Message sent to one or more recipients</b></p> <p> <b>Messages</b></p>
<p>NOTE: You cannot attach a file when you are replying to a message. In order to attach a file, you must create a new message.</p>	